

Attachment I

**Mandatory Pre-Proposal Conference
June 13, 2012
Virginia Department of Social Services
801 East Main Street
Richmond, VA 23219**

A mandatory pre-proposal conference will be held on June 13 from 10:30 AM to 12:30 PM at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. **Proposals will be accepted only from those applicants who are represented at this pre-proposal conference.** Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 1:45.

Please fill in the information below and e-mail it to brent.sutton@dss.virginia.gov by June 6, 2012.

Agency: _____

Email: _____

Phone: _____

Address: _____

List all who will attend:

Name: _____

Name: _____

Name: _____

Name: _____